



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	December 10, 2015	Closing Date:	December 31, 2015
Job Title:	Staff Attorney	Position Type:	Regular, Full Time, At-Will
PIN:	072554	FLSA Status:	Exempt
Location:	Court of Special Appeals, Clerk's Office Annapolis, Maryland	Grade/Salary	J17 \$66,982 - \$79,503 (Depending on Qualifications)
Financial Disclosure:	Yes		

Essential functions: Reviews motions and responses filed by litigants, including pro se litigants. Conducts research and analyzes issues within the motion and records. Prepares written memoranda, makes recommendation to the Court and prepares an order resolving the motion. Assists in reviewing records and briefs for legal sufficiency. The position will require substantial amounts of independent legal research, writing and analysis. Performs other duties as assigned.

Education: Juris Doctorate and member in good standing of the Maryland Bar.

Experience: A minimum of one year appellate research and writing experience or other legal research and writing experience.

Preferred: A minimum of three years of post law school appellate research and writing experience (or comparable research or writing experience) or previous experience as a judicial law clerk. Prior or current experience as a practicing attorney.

Skills/Abilities: Knowledge of Maryland legal resources (Statutes, case law, and Rules) and the appellate process sufficient to prepare memoranda. Ability to use legal research tools (Lexis/Westlaw/library) to conduct in depth research on legal issues. Ability to independently write concise and coherent legal analysis. Ability to deliver concise oral presentations of legal issues, analysis and recommendations. Ability to format citations using standard citation references (e.g. Bluebook). Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to work independently with little to no direction or supervision. Ability to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations based on the data. Ability to compose orders, memoranda, and reports using proper grammar, punctuation and spelling. Ability to use word processing software (e.g. Word) to draft documents. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to provide customer service to a diverse population. Ability to communicate in an effective, patient and tactful manner with judges, court personnel and co-workers. Excellent interpersonal skills and oral and written communication skills. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Court of Special Appeals
Robert C. Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis, MD 21401
Attention: Greg Hilton, Clerk of the Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.